

*INSTRUCTIONS FOR PREPARATION OF
MLC REPORT OF ALLEGED OFFENSE*

1. Reference: MLC, Chapter 8, Conduct of Employees.

2. MLC REPORT OF ALLEGED OFFENSE.

a. Where a responsible official believes that administrative remedial action is required and sufficient evidence exists to justify the initiation of such action, he/she will prepare the "MLC Report of Alleged Offense", in English or Japanese, and forward the report through channels to the Contracting Officer's Representative (COR). The COR will forward a copy of the report to the Labor Management Officer (LMO). When the report is prepared in English, the copy to the LMO need not be translated into Japanese.

b. Entries in each numbered block are required:
(Blocks not listed are self-explanatory).

(1) Block 3: Enter job title, BWT and grade.

(2) Block 5: Enter complete unit designation where employee is utilized.

(3) Block 11: Responsible official will sign all copies.